

**LOUISIANA HOUSING FINANCE AGENCY
TITLE COMPANIES
REQUEST FOR QUALIFICATIONS
May 30, 2007**

The Louisiana Housing Finance Agency (hereinafter sometimes referred to as "LHFA" or "Agency") hereby gives notice that it is seeking to approve a list of qualified housing rehabilitation Title Companies (hereinafter sometimes referred to as "Contractors") who will be given an opportunity to contract with LHFA for work across the state. If contracted, the Title Company will be responsible for assisting in the administration of the HOME Investment Partnerships Program (24 CFR 92) (hereinafter sometimes referred to as "Home Programs") which provides activities such as, but not limited to, rehabilitation of existing homes, new construction, and down payment assistance, by providing title opinions.

Interested parties may obtain a Request for Qualifications (hereinafter sometimes referred to as "RFQ") by submitting their Name, Title, Firm, Street Address, City, State, Zip, Telephone Number, Fax Number, and e-mail address to LHFA at the address below or by visiting the LHFA's website at www.lhfa.state.la.us.

Responses pursuant to the RFQ are due at the address below on or before **4:30 P.M. on June 8, 2007**.

Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808
Attn: James Gilmore
Re: Response to RFQ for Title Companies
Voice: 225.763.8700
Fax: 225.763.8710
Website: www.lhfa.state.la.us
E-mail: jgilmore@lhfa.state.la.us

This announcement does not commit LHFA to award a contract or to pay costs incurred in the preparation of responses. LHFA reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement.

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INSTRUCTIONS

I. Preparation of Responses

- A. Deliver three (3) complete sets of the required submittals by **4:30 P.M. June 8, 2007**, in a sealed envelope or box clearly marked with the words "Title Company Qualification Documents", to the following address:

Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808
Attn: James Gilmore
Re: Response to RFQ for Title Companies

- B. Proposals must completely respond to all Proposal Requirements outlined in Part 2, below.
- C. The appropriate signatory of the Title Company must certify as to the truth and accuracy of the information included in the proposal.

II. Explanation to Prospective Respondents – Any prospective Title Company desiring an explanation or interpretation of the solicitation, scope of services, etc., must be addressed in writing within 5 days of the bid due date and time. Requests shall be sent to:

Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808
Attn: James Gilmore
Re: Request regarding RFQ for Title Companies
Voice (225) 763-8700
Fax (225) 763-8710

III. Distribution of RFQ – Notice of this RFQ is being distributed to individuals and firms the LHFA believes may be interested in serving as Title Company for the purpose of assisting in Home Programs in the area described within the RFQ. Notice of the RFQ is also being distributed in the major news publications in the state and posted to the LHFA website.

IV. Expenses Related to Proposals and Presentations – LHFA shall not be liable for any expenses incurred by respondents in replying to this RFQ, including but not limited to, expenses incurred in making oral presentations, if any.

V. Contact Prohibitions – It is the express policy of the Agency that prospective respondents to this RFQ refrain from initiating any direct or indirect contact or communication with Agency staff, members of the Agency's Board of Commissioners or with regard to selection of the Title Company for the Agency's Home Programs. Any violation of this policy will be considered a basis for disqualification.

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Purpose of RFQ

The LHFA is administering funds as a part of the Agency's Home Programs across the state of Louisiana.

The LHFA is compiling a list of Title Companies that would be allowed to provide title opinions for the Agency's Home Programs. However, if the Agency finds at any time during the contract period resulting from this RFQ, that any form of collusion or other inappropriateness has occurred or is occurring, the Agency will seek other approved contractors to be used in the program.

The LHFA is seeking to approve Title Companies who are licensed and insured.

Part 1. Scope of Services

- A. The Agency will provide specifications for the title opinions. The Title Companies will bid on the cost of the job specifications. The lowest, reliable, responsible bidder shall receive the contract for the title opinions.
- B. The Title Company shall furnish all necessary labor, materials, tools, equipment, and transportation necessary for performance of the work.
- C. At all times during the performance of the contract and until the work is completed and accepted, the Title Company shall directly supervise the work or assign and have on the work site a competent superintendent who is satisfactory to the Title Company and has the authority to act for the Title Company. The Title Company may conduct regular, periodic inspections of the work being performed.
- D. Change orders should be approved in writing by the Agency prior to additional work taking place, in cases where additional work must occur to secure accurate title opinions and the additional work was unknown at the time of signing this contract and were not included in the original specifics.
- E. The Title Company shall be responsible for all damages to persons or property that occur as a result of the Title Company's fault or negligence, and shall take proper precautions to protect the work, the workers, the public, and the property of others. The Title Company shall hold and save the LHFA and Title Company, its officers and agents, free and harmless from liability of any nature occasioned by the Title Company's performance.
- F. The Title Company shall also be responsible for workers and work performed until completion and acceptance of the entire work, except for any completed unit of work that may have been accepted under the contract.
- G. The Title Company shall (1) work in a professional manner; (2) leave the work area in a clean, neat, and orderly condition satisfactory to the Title Company; (3)

perform all specified due diligence; and, (4) deliver the title opinions in a timeline set forth by the LHFA.

- H. The Title Company's responsibility will terminate when all work has been completed, the final inspection made, and the work accepted by the Agency, as per program documents and signed contract. The Title Company will then be released from further obligation except as required by the warranties specified elsewhere in the contract and by law.
- I. If the Title Company fails to honor any of the terms of the contract, causes unreasonable delay, or otherwise does not perform as required, they shall be deemed in default of contract. Under such circumstances, a new contractor shall be engaged to complete the remaining work. Any Title Company deemed in default may also be debarred from further participation in programs of the Agency. The Title Company and all affected parties shall be notified by the Agency, in writing, of the default and the corrective action to be taken.
- J. To be eligible to bid on the contracts, the Title Company must participate in any mandatory training specific to the Program, sponsored by the Agency.

Part 2. Proposal Requirements

Written below are the sections to be included in your written proposal. Each section must be clearly identified using the bold-faced titles below.

- A. **Organization of Firm (10 Points)** – Provide documentation showing the firm's personnel and operations.
- B. **Staffing and Capabilities (20 Points)** – Title Companies may be responsible for title opinions, on as many as 50 or more properties, across the state within approximately a one month period. Please comment on the Title Company's available work crews to accommodate such volume of work in the stated time period. Also, please provide proof of financial stability and references.
- C. **Previous Related Work Experience (20 Points)** – The Proposer must provide, at a minimum, the following information for both the firm and any sub-contractor performing work outlined in the Scope of Services.
 - a. A statement of firm(s) services provided on projects of similar nature (provide name, title, and telephone number of the Owner's representative for each project).
 - b. A list of all key members of the firm and any consultant(s) who will be committed to this project. Indicate the level of effort and function of each member on the project. Prepare organizational structure to show how the key members will be involved. Include resumes of these individuals. The resumes should include the following minimum information.

- 1. Name

2. An explanation of the function they will perform and their title by classification.
 3. Their relevant educational background.
 4. Their relevant work experience.
 5. Their work experience with governmental clients.
- c. Any specialized skills, training, and/or credentials that are relevant to the required services. Provide a listing of projects that demonstrate previous experience. Please show clearly any such work done on behalf of federal, state, parish, or local agencies.
- D. **Response Time (20 Points)** – Provide evidence of capability to respond to requests within 72 hours and provide title opinions within a one month period simultaneously in different parishes across the state.
- E. **References (10 Points)** – The Proposer must provide a list of companies or governmental organizations for which the firm is currently providing services. If this does not include at least three (3) entities, then provide the names of the entities for which similar services have been provided. For each entity include:
- a. The term (beginning and ending dates) of each contract agreement;
 - b. Monthly revenues resulting from the work;
 - c. A brief description of the scope of work;
 - d. The name, address and telephone number of the individual that administered each contract; and
 - e. An authorization by the firm(s) hereby authorizing and requesting any person, firm, corporation, and/or governmental entity to furnish any information requested by LHFA, a verification of the references provided and for determining the quality and timeliness of providing the services.
- F. **Proof of Insurance (10 Points)** – Provide proof of Professional Liability insurance covering acts, error or omissions. This coverage shall be maintained with limits of not less than \$500,000 per occurrence. Provide proof of General Liability Insurance in the amount of \$1,000,000 and the minimum State requirements for Worker’s Compensation. (Respondents will receive 10 Points for demonstrating this requirement; however, not demonstrating this requirement will disqualify the respondent.)
- G. **Accreditation (10 Points)** – Contractor shall possess all permits, licenses, and certificates necessary for the conduction and performance of this contract as specified herein and as required by all federal, state, parish and municipal agencies. Contractor agrees that licenses, permits, and certificates will be obtained and maintained on active status during the duration of this contract and as required by Federal and State law. (Respondents will receive 10 Points for demonstrating this requirement; however, not demonstrating this requirement will disqualify the respondent.)

- H. **Suspension or Debarment** – Provide a statement answering the following question: Is the Title Company or any one employed by the Title Company and expected to be working on assisting with the administration of the Home Programs under suspension or debarment by, or involved in criminal or civil action with, HUD or any federal, state, or local agency?
- I. **Litigation, Investigations and Regulatory Proceedings** – Provide a summary of any material inquiries, investigations, or litigation occurring during the past three years (including those in progress) regarding the conduct of your firm, your firm’s management, or any employee or official associated with your firm. Describe any related actions taken against your firm or employees by any federal state or municipal governmental entity or court or regulatory authority, including fines, suspensions, censure, etc.

PART 3 RFQ Process

A. **Review and Selection**

All submissions will be reviewed to determine if they meet the mandatory proposal requirements. Those not meeting the mandatory requirements will be deemed “non-responsive”. The “responsive” submittals will be evaluated and scored according to the criteria listed below. The available points associated with each area of consideration are shown. The LHFA will review all proposals. Each will be scored using the evaluation criteria below. The LHFA will develop consensus recommendations and will present those recommendations, together with a complete tabulation of numerical scoring results, to the President for final approval. Scoring will be based upon how well the proposal meets the criteria established in this RFQ.

Evaluation Criteria:

Organization of Firm	10 Points
Staffing and Capabilities	20 Points
Previous Work Experience	20 Points
Response Time	20 Points
References	10 Points
Proof of Insurance	10 Points
Accreditation	10 Points
Total Possible Points	100 Points

Part 4. Additional Information

- A. The Process shall be conducted only with responsible proposers. Responsible means:
- Technical and financial competence to perform;
 - A satisfactory record of integrity;
 - Ability to perform the contract successfully and timely;
 - Compliance with public policy;
 - A good record of past performance;

- Technical and financial resources;
 - Technical capabilities (in terms of factors such as personnel, equipment and materials);
 - Management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service).
- B. The best responsible, reliable respondents with the highest scores that satisfy the due diligence requirements (reference check, verification of certification/accreditation (if applicable), verification of insurance, verification of bond, verification of suspension/debarment/regulatory proceedings, etc.), will be selected as “approved” Title Companies with whom the Agency may request bids and negotiate contracts to assist with the administration of the Home Programs.

C. **Rejection and Negotiation**

The LHFA reserves the right to make no selection of “approved” Title Companies should it believe that respondents to the RFQ will be incapable of delivering the necessary level of services within an acceptable price range or time period. LHFA also reserves the right to reject any and all proposals submitted in response to the RFQ and to enter into negotiations with the respondents to this RFQ as may be necessary or appropriate to refine the scope of services, fee arrangements, or any other aspect of the services to be provided hereunder.

Part 5. Supplemental Conditions

A. **Ordering Services**

The services rendered pursuant to the contracts resulting from this RFQ shall be on an “on-call” basis. Detailed descriptions, location, address, and specifications of the title opinion work required shall be provided for each project, contract, or program.

B. **Period of Performance**

Contracts will be engaged at the discretion of the LHFA, but the LHFA will take into account both locality and volume of title opinions when contracting. The parties of the contracts shall be the LHFA and the Title Company.

C. Schedule of Payments

Contractors should be paid for work satisfactorily completed according to the following schedule:

Payment:	Total contract amount will be paid when the work is 100% complete, has been inspected and approved by the Agency.
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